EmPower TN
Overview of Application Process

The purpose of this document is to provide Task Force Members with a brief overview of the information sessions / application workshops, application packet, initial review and distribution process, and formal review process.

1. EmPower Information Sessions / Application Workshops:

    ➢ These will be conducted in "roadshow" fashion over the course of 2 weeks. We will target fiscal, budget, facilities, and/or maintenance personnel. All Task Force members should have received an email from Greg Adams on 05.20.15 that contains the schedule.
    ➢ EmPower will be discussed. The application process and various elements of the application packet will be reviewed, including reporting responsibilities. Time will be allotted for Q&A and application assistance.

2. Application Process / Application Packet:

    ➢ Agencies or Higher Ed Facilities must complete the following:
        o EmPower TN Application (including all required calculations and information regarding applicant match or leveraged funds)
        o Project Proposal (including all selection criteria, project schedule, and information regarding trained / qualified staff, technology advancement, and deferred maintenance)
        o EmPower TN Facility Assessment related to proposed Energy Conservation Measure
        o Proposed Budget
    ➢ Throughout the application process, applicants may contact their assigned EmPower Point of Contact (POC) should they have any questions. TDEC OEP & OSP and DGS STREAM staff members will function as POCs. This list will be included in the Application Manual and will also be available on the EmPower website.
    ➢ Applications must be submitted electronically to EmPower.Applications@tn.gov by **5:00 PM Central Standard Time** on **July 24, 2015.**

3. Initial Review & Distribution Process (TDEC staff will handle these functions):

    ➢ 5 TDEC staff will be assigned a different day of the week to oversee the EmPower Application email account.
    ➢ Step 1: The TDEC initial reviewer shall send an email to the applicant acknowledging receipt of the application packet and noting that the packet will be reviewed for completeness and eligibility before being distributed for review by the Task Force. Bob Balzar shall be copied on this email.

➢ Step 2: Application will be added to Application Log. Log shall note date and time application received, applicant, applicant contact, very brief project description (e.g., lighting system, HVAC system), and funding category (i.e., $5m FRF funds or $32.5m Remainder of State Government funds).

➢ Step 3: Applications will undergo quick, non-technical reviews to ensure the project is eligible and that the application packet is complete.

  o Incomplete applications received before deadline will be sent back to the applicant with an email noting missing items **and** a reminder that the application must be completed by the deadline. If the missing items are not provided by the deadline, an email will be sent to the applicant to confirm that the missing items were not received and encourage the applicant to submit a complete application in the next cycle.

  o Incomplete applications received on the deadline will be sent back to the applicant with an email noting the missing items. The applicant will be encouraged to submit a complete application in the next round of funding.

  o Applications for ineligible projects will be sent back to the applicant noting ineligibility. Should a TDEC initial reviewer be unable to determine project eligibility after consulting other TDEC initial reviewers, he/she will contact Bob Balzar to assist with the determination.

➢ Step 4: When an application passes completeness and eligibility reviews, the TDEC staff will forward applications to the Task Force review teams via email.

4. Formal Review Process:

➢ Review of applications by Task Force Member review teams: It will be the responsibility of Task Force Members to coordinate the reviews within their organizations and complete the Project Evaluation Worksheet / Scoring Matrix for each application.

  o In the event Task Force review teams discover errors in calculations or note other items of concern, they shall share this information with other Task Force review teams.

➢ Prior to the end of August, the Task Force will meet to review the Project Evaluation Worksheets and prioritize the list of projects to be presented to the Steering Committee.